

City Council Meeting Minutes

**July 31, 2017
Library Meeting Room, 1st Floor
951 Spruce St
7:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 7:00 p.m.

Each person present introduced themselves:

City Council: ***Mayor Robert Muckle
Councilmember Jay Keany
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Absent: ***Mayor Pro Tem Jeff Lipton
Councilmember Chris Leh***

Staff Present: ***Kathleen Hix, Director of Human Resources
Carol Hanson, Deputy City Clerk***

Others Present: ***Catherine Tuck Parrish, The Novak Consulting Group***

Residents: ***Suzanne Smith
Steve Costello***

DISCUSSION – CITY MANAGER RECRUITMENT INPUT AND RECRUITMENT PROCESS

Catherine Tuck Parrish from the Novak Consulting Group presented the recruitment plan and noted initial screenings will be done by the consulting group.

Ms. Tuck Parrish went over the following:

- strategy for the targeted areas the advertisement will be placed
- schedule and proposed interview process
- ad brochure, community input will help to direct the description of the ideal candidate, will also include factual information to help candidates determine if they wish to apply
- Drafting of first year goals which can be revised by City Council

- Recruitment timing
- Process

She stressed the confidentiality of the applicants until the 3 to 5 finalists are selected.

The Interview process then will include:

- Community and staff open house
- Tour given by department heads
- Informal opportunity for department heads
- Two Council members and one finalist in a rotation (confidential)
- Group interview as a body (will be public)

City Council requested that the Colorado Open Records Act (CORA) guidelines be outlined for the recruitment process.

Public Comment

Suzanne Smith suggested a scorecard be used in the process and public input be encouraged.

Steve Costello was concerned the timeline for developing the criteria was pinched. He supported discussion with the public and staff.

City Council decided the timeline noted in the recruitment plan should be changed to allow for more community and staff input.

Ms. Tuck Parrish said she would revise the recruitment plan and get it back out to City Council.

ADJOURN

Members adjourned the meeting at 8:28 PM.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk